

MAINE JUDICIAL BRANCH

Case Name (short title): _____

Docket No.: _____

PERSONAL IDENTIFYING INFORMATION ATTACHMENT

M.R.E.C.S. 2, 4(E)(2), 5(B), 6(F)(2)

SEE PAGE 2 FOR INSTRUCTIONS

I am filing this as an attachment to the:

☐

Complaint

☐

Answer

☐

Indictment

☐

Motion

☐

Information

☐

Other: _____

The filing signature date is (mm/dd/yyyy): _____

REFERENCE 1:

Full Name: _____

DOB (mm/dd/yyyy): _____

Driver's License Number: _____

Financial Account Number(s): _____

Other: _____

Phone Number: _____

Email Address: _____

Residential Address: _____

Mailing Address: _____

REFERENCE 2:

Full Name: _____

DOB (mm/dd/yyyy): _____

Driver's License Number: _____

Financial Account Number(s): _____

Other: _____

Phone Number: _____

Email Address: _____

Residential Address: _____

Mailing Address: _____

REFERENCE 3:

Full Name: _____

DOB (mm/dd/yyyy): _____

Driver's License Number: _____

Financial Account Number(s): _____

Other: _____

Phone Number: _____

Email Address: _____

Residential Address: _____

Mailing Address: _____

INSTRUCTIONS

When Personal Identifiable information (PII) as defined in the Maine Rules of Electronic Court Systems must be filed with the court on a public document, M.R.E.C.S. outlines the process for redaction or omission under Rule 38(B)(1). If the filer decides to omit rather than redact PII on a public document, the PII must be provided on this form.

1. Provide only the PII required for your case/filing.

- For example, if you are submitting a filing that requires a victim's name and date of birth, complete only the fields for name and date of birth. Do not complete the fields for phone number, email address, driver's license number, residential address, etc.

2. Do not include Social Security Numbers on this form.

- Parties submitting SSNs on behalf of themselves (or their children in FM and PC actions) and counsel submitting SSNs to the court on behalf of their client must use the Social Security Number Confidential Disclosure Form (CR-CV-FM-PC-200).

3. In the reference field, note how the person will be identified on the public document.

- For example, if you are submitting a filing with the victim's name, Jane Doe, and DOB, the reference field would notate that the document refers to this person as JD, Jane D., J. Doe, etc.
- In the event of multiple persons having PII on this form, each reference identifier should be unique, so the court knows to whom it corresponds.

4. Attach a separate sheet if you need additional space.

WARNING: Pursuant to MRECS 38, the obligation is on the filer to ensure the protection of PII on documents that will be remotely available to the public.